

SPECIAL SIGNS:

The following public organizations may be eligible to erect permanent type signs within the County's right-of-way. Indicate the nature of the sign on the encroachment permit application

- ☐ Churches
- ☐ Civic
- ☐ Educational
- ☐ Government
- ☐ Hospitals
- ☐ Libraries
- ☐ Museums
- ☐ Neighborhood Watch Organizations
- ☐ Philanthropic
- ☐ Schools
- ☐ Service Clubs

**FOR GENERAL
INFORMATION ONLY.**

**NOT TO SUPERSEDE THE
APPROPRIATE ORDINANCE**

Printed on recycled paper

COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
5201 RUFFIN ROAD, SUITE D, M.S. 0336
SAN DIEGO, CA 92123-1666



ENCROACHMENT PERMITS



PLEASE
AFFIX
POSTAGE

**COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS**

ENCROACHMENT PERMIT PURPOSE

The County may be held all or partially responsible when a person is injured or property is damaged in the County road Right-of-Way (R/W).

DEFINITION

An encroachment means any tower, pole, poleline, private pipe, private pipeline, nonstandard driveway, private road, fence, billboard, stand or building, or any structure or object of any kind or character, which is placed in, under or over any portion of the highway.

PERMIT REQUIRED

No person shall place, change or renew an encroachment in, under or over any portion of the County road R/W without first obtaining from the Director, Department of Public Works (DPW), a written permit in accordance with Section 71 (Highway and Traffic) of the San Diego County code of Regulatory Ordinances.

APPLICATION FOR PERMIT

Applications for a permit shall be made in writing on a form supplied by DPW and submitted to:

**County of San Diego
Department of Public Works
Construction/Road Right-of-Way
5201 Ruffin Road, Suite D, M.S. 0336
San Diego, CA 92123-1666
Phone (858) 694-3275
FAX (858) 279-7020**

The application shall provide:

- ☐ Location of proposed encroachment
- ☐ Description of structure or object
- ☐ Justification for encroachment
- ☐ Will it interfere with the public use/ maintenance
- ☐ Duration for which permit is sought (one day, days, indefinite)
- ☐ Date request is to be effective
- ☐ \$80.00 issuance fee (checks payable to County of San Diego)
- ☐ A deposit may be required.
- ☐ Drawings or sign plan
- ☐ Lights, barriers, warning signs or other measure designed to protect the traveling public, where applicable

Permits can usually be issued at the time of application, except when a pre-issuance field review is required. Field reviews require up to two weeks to process.

POLICY

All permits other than those issued to public agencies or a public utility having legal authority to occupy the public road right-of way are revocable on five days' notice and the encroachment must be removed or relocated as may be specified by the Director in the notice revoking the permit and within a reasonable time specified by the Director unless the permit provides a specified time. Encroachments not removed within the period shall be removed by County forces with the cost borne by the owner. Encroachments determined to obstruct or prevent public use of County road right-of-way, consist of refuse, cause a traffic hazard, or be in violation of other specific regulations will be removed immediately.

NOTE PAINTING HOUSE ADDRESS NUMBER ON CURBS:

Vendors must obtain a solicitor's license from the County Sheriff's Department [(858) 974-2020] as well as an encroachment permit before painting house numbers on curbs within the unincorporated areas of the County. A copy of the solicitors license must be submitted with the encroachment permit application.

Specific guidelines for painting addresses on curbs are available from the DPW Construction/Road Right-of-Way counter.

APPLICATION TO ENCROACH UPON COUNTY HIGHWAY

GOVERNED BY CHAPTER 6, DIVISION 1
TITLE 7 OF SAN DIEGO COUNTY CODE

DATE _____

FOR COUNTY USE ONLY
CHARGE TO _____
DEPOSIT _____
FEE _____
TOTAL _____
PERMIT #N _____

COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
5201 RUFFIN ROAD, SUITE D, MS-O336
SAN DIEGO, CA 92123-1666
PHONE: (858) 694-3275 • FAX: (858) 279-7020

THOMAS BROTHERS			
YEAR	PAGE	COORD.	

Owner/Permittee _____ Telephone () _____
Last name First

Mailing Address _____
Street City State Zip code

Location of encroachment _____
Street City

APN # _____

☐ Driveway ☐ Fencing ☐ Political Signs ☐ Scaffolding ☐ Storage ☐ Yard ☐ Other

Describe _____

Will encroachment interfere with the public use and maintenance of:

Travelled way? ☐ Yes ☐ No Side path or sidewalk? ☐ Yes ☐ No
Shoulder or parking lane? ☐ Yes ☐ No Drainage structure or watercourse? ☐ Yes ☐ No

Justification for Encroachment _____

Permit requested: ☐ 1 day ☐ 3 days ☐ 10 days ☐ Indefinite ☐ _____ days Effective date _____ 12:101 a.m.

AGREEMENT

In consideration of the granting of this permit, the applicant agrees:

1. To save harmless the County of San Diego and any officer or employee thereof from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any placement, change or renewal of an encroachment under the terms of this permit, and to assume all of said liabilities.
2. To comply with all applicable laws in the establishment, maintenance and removal of the encroachment.
3. That the permittee and any other person engaged in any work authorized by this permit shall conform to all due safety precautions for the protection of persons and property.
4. To remove or relocate any encroachment placed, changed or renewed under the authority of this permit; prior to its expiration or within 24 hours of notification to remove, if the duration is 10 days or less; or within 5 days of notification to remove, if the permit is of indefinite duration.
5. After removing or relocating the encroachment, to restore the highway to the equivalent or better condition than it was prior to the date this permit became effective, or prior to the date the encroachment was first placed, whichever is earlier.

I hereby agree to provide the indemnification as required by Chapter 2 of Division 6 of Title 8 of the San Diego County Code.

"I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct."

Signed _____
Owner's Signature Date